



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
LANDSCAPE TECHNICIAN
(HISTORICAL SERVICES)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for overseeing, inspecting, and monitoring the landscaping and pesticide/herbicide activities performed on the historical services grounds and surrounding properties. Reports to Historic Site Registrar.

There are two (2) levels of Landscape Technician distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Performs grounds maintenance activities to include mowing, weeding, edging, raking, watering, mulching, planting, trimming, and pruning of City properties; may perform herbicide applications. Operates landscaping equipment to include push and riding lawn mowers, string trimmers, blowers, chainsaws, sprayers, spreaders, pruners and aerators.

Arranges, sets-up tables, chairs, tents and various equipment for meetings and special events. May order, maintain and store equipment, tools, supplies, materials and decorations used at historical services facilities. Assists in the staffing of special events and Civil-War re-enactments, provides administrative support by answering phones, assisting customers and taking admissions.

Performs minor repairs to furniture, door locks, and equipment; reports other repair needs to the Registrar. Performs a variety of custodial duties, polices entrances to historical services buildings for trash and cigarette butts, etc. polices public grounds and streets, picking up debris and other refuse.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Landscape Maintenance** – Thorough knowledge of the practices and techniques, tools, methods, practices, procedures and materials related to grounds maintenance, landscaping, and vegetation control. Through knowledge of common plants and materials, planting techniques, and weed control chemicals, materials, and techniques. Some knowledge of landscape construction work. Some knowledge of general construction work.
- **Equipment Operation** – Thorough knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
- **Safety** - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, traffic patterns and conditions, and other work related precautions.

REQUIRED SKILLS

- **Interpersonal Relationships/Customer Service** – Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
- **Judgement/Decision Making** –Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- **Time Management** – Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- **Manual Labor** - Ability to perform heavy manual labor for long periods of time, and in all types of weather conditions.
- **Communication** – Ability to communicate ideas effectively. Ability to listen and understand directions, information and ideas presented verbally and in writing.

EDUCATION AND EXPERIENCE

Landscape Technician - Requires a high school diploma and 2-4 years of related experience, or an equivalent combination of education and experience.

Landscape Technician, Senior - Requires a high school diploma and 5-7 years of related experience, or an equivalent combination of education and experience

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver's license with an acceptable driving record.

Requires satisfactory results from a pre-employment medical evaluation.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.

- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENT

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, toxic agents, animals/wildlife, or water hazards.